



NASA Shared Services Center (NSSC) Center Transition Team Lead Meeting

Finance

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May 12, 2005



Overview/Introduction



NASA Shared Services Center

• The Financial Management (FM) Division will be responsible for performing the inherently governmental functions transitioning to the NSSC, such as travel, E-Payroll, SF224/GL reporting This organization will oversee the FM work performed by the Service Provider to ensure that the products provided by the Service Provider meet NASA's requirements. The FM Division will be staffed with 45 full time permanent and 2 full time term civil servants.

Source: NSSC Staffing Plan



NSSC Functional Content



- Accounts Payable
- Accounts Receivable (Billings/Collections)
- Travel
 - Domestic (vouchers)
 - Foreign (vouchers)
 - Change of Station (authorization/vouchers)
- Payroll
- Property Financial Reporting by Contractors
- Quality Assurance for the NSSC



Finance Schedule



NASA Shared Services Center

- FY 2006

• 1st Qtr (10/05)

• 2^{nd} Qtr (2/06)

• 2^{nd} Qtr (2/06)

• 3^{rd} Qtr (4/06)

• 3^{rd} Qtr (5/06)

• 4^{th} Qtr (6/06 - 7/06)

• 4^{th} Qtr (7/06 - 8/06)

- FY 2007

• 1st Qtr (10/06)

• $2^{\text{nd}} \text{ Qtr} (1/07 - 2/07)$

• 2^{nd} Qtr (3/07)

- FY 2008

• 1st Qtr (10/07)

*SF 224/GL

PCS/Foreign

Property Financial Reporting

by Contractors

Domestic Travel

Payroll

AP/AR Wave 1

AP/AR Wave 2

**SF 224/GL

AP/AR Wave 3

***SF 224/GL

One ALC

*NSSC as an Entity—N/A based on AIN 10 decision **Wave 1 & 2 4 *** All



NSSC Finance Division



NASA Shared Services Center

Authorized Ceiling: 45 Term Appointments: 2

Chief, GS-15 Administrative Specialist, GS-9/11/12 Secretary, GS-7/8

3

13

16 + 2 terms

13

Financial Services Branch

Chief, GS-14/15 Lead Accountant, GS-13/14 9 Fin. Mgmt Spec., GS-11/12 2 Fin. Mgmt. Spec., GS-7/9

Payroll/Travel Branch

Chief, GS-14/15 Lead Payroll Accountant, GS-13/14 3 Fin. Mgmt. Specialists, GS-7/9/11 2 Sr. Accountants Labor, GS-12/13 Accountant Labor, GS-11/12 2 Accountants Labor, GS-11/12 Term Lead Travel Accountant, GS-13/14 2 Sr. Fin. Mgmt. Spec., GS-11/12 5 Fin. Mgmt. Spec., GS-9/11

Financial Accounting Branch

Chief, GS-14/15

Sr. Quality Control Spec., GS-13/14 2 Quality Control Spec., GS-11/12 1 Quality Control Spec., GS-7/9 2 Accountants General Ledger, GS-12/13 2 Accountants General Ledger, GS-11/12 2 Fin. Mgmt. Spec., GS-9/11 Property Accountant, GS-12/13 Property Accountant, GS-11/12



Process Flows



- Travel (Domestic and Foreign)
- Change of Station
- Payroll
- Accounts Receivable
- Accounts Payable Grants
- Accounts Payable Other
- Property Financial Reporting by Contractors



Status of Open Action Items



NASA Shared Services Center

- Labor Distribution System
- Property Financial Reporting
- Receipt of Invoices
- Cash Collections
- Draft Change of Station/Foreign Transition Plan

Source: Project Plan and Action Lists



Additional Information



- Staffing
 - All PDs written and submitted to HR for second round
- Joint Procurement/Finance Teams
 - Scanning/Attaching Documents
 - Checklist
 - Workflow
- Duties Staying at the Center
- Bi-weekly telecons with Agency DCFO



Issues/Opportunities



- IFM Stabilization/Upgrade
 - Continue to monitor
- Core Financial—Fully Operational
- Standard Compliance with FMR
- Manual Grant Process
 - Continue to Monitor
 - Notify Service Provider

Expectations of Center Transition Teams



NASA Shared Services Center

• Continue to support the team telecons, meetings and ViTS

---Business as usual---





BACK UP



NSSC Activity Transition High-Level Schedule



Customer Focused

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Functional Training Requirements



NASA Shared Services Center

- SAP Required Courses
- Travel Manager Required Courses
- Appropriation Law
- Certifying Officer
- Prompt Payment Act
- DOI Training
- Reconciliation Training—NASA Provided
- Federal Travel Regulations
- Change of Station
- Treasury Training (IPAC, SF224, FACTS)

Source: Training Plan



Finance Schedule



- September, 2003 Business Plan
- May, 2004 Meeting with DCFO, Acting Director Financial Management, Deputy Finance Transition Lead, and Finance Transition Lead to finalize schedule
- Considerations
 - Functions already consolidated
 - Availability of training
 - Fiscal year-end activity
 - Number of transactions per Center
 - Impact to customers
 - AP/AR Wave 1 includes Center closest to site and JSC
 - AP/AR Wave 3 includes GSFC/HQ/NMO
 - Risk





NASA Shared Services Center

Job #	Position Title	Serie s	Series- Grade GS -	Job Title	Desired On- Board Date
1	Supervisory, Accountant	510	15	Director, Financial Services	Jun-05
4	Supervisory, Accountant	510	GS- 14/15	Chief, Financial Services	Jun-05
35	Supervisory, Accountant	510	GS- 14/15	Chief, Financial Accounting	Jun-05
17	Supervisory, Accountant	510	GS- 14/15	Chief, Payroll/Travel Office	Jul-05
5	Lead, Accountant	510	GS- 13/14	Lead, Accounts Payable and Accounts Receivable	Aug-05
16	Financial Mgmt. Specialist	501	GS- 07/09	Collection Agent	Aug-05
6	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Aug-05
7	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Aug-05
27	Lead, Accountant	510	GS- 13/14	Accountant, Travel	Aug-05
18	Lead, Accountant	510	GS- 13/14	Accountant, Payroll	Aug-05





NASA Shared Services Center

Job #	Position Title	Serie s	Series- Grade	Job Title	Desired On- Board Date
2	Secretary	318	GS- 07	Secretary	Oct-05
3	Administrative Specialist	301	GS- 09/11/ 12	Administrative Specialist	Oct-05
40	Accountant	510	GS- 12/13	Accountant, SF 224/GL	Oct-05
30	Financial Mgmt. Specialist	501	GS- 09/11	Accountant/Auditor/Certifying Officer PCS	Dec-05
31	Financial Mgmt. Specialist	501	GS- 09/11	Accountant/Auditor/Certifying Officer PCS	Dec-05
32	Financial Mgmt. Specialist	501	GS- 09/11	Accountant/Auditor/Certifying Officer PCS	Dec-05
28	Senior, Financial Mgmt. Specialist	501	GS- 11/12	Accountant/Auditor/Certifying Officer PCS	Dec-05
29	Senior, Financial Mgmt. Specialist	501	GS- 11/12	Accountant/Auditor/Certifying Officer PCS	Dec-05
33	Financial Mgmt. Specialist	501	GS- 09/11	Accountant/Auditor/Certifying Officer Domestic	Dec-05





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Job #	Position Title	Serie s	Series- Grade	Job Title	Desired On- Board Date
47	Accountant	510	GS- 11/12	Accountant, Property	Dec-05
46	Senior, Accountant	510	GS- 12/13	Accountant, Property	Dec-05
19	Financial Program Specialist	501	GS- 07/09 /11	Financial Program Specialist, Interpretation of regulations and policy	Jan-06
20	Financial Program Specialist	501	GS- 07/09 /11	Financial Program Specialist, Interpretation of regulations and policy	Jan-06
21	Financial Program Specialist	501	GS- 07/09 /11	Financial Program Specialist, Interpretation of regulations and policy	Jan-06





NASA Shared Services Center

Job #	Position Title	Serie s	Series- Grade	Job Title	Desired On- Board Date
24	Accountant	510	GS- 11/12	Accountant, Labor	Jan-06
25	Accountant	510	GS- 11/12	Accountant, Labor	Jan-06
26	Accountant	510	GS- 11/12	Accountant, Labor	Jan-06
22	Senior Accountant	510	GS- 12/13	Accountant, Labor	Jan-06
23	Senior Accountant	510	GS- 12/13	Accountant, Labor	Jan-06
37	Quality Control Specialist	510	GS- 11/12	Quality Control Specialists/Audit Liaison	Feb-06
38	Quality Control Specialist	510	GS- 11/12	Quality Control Specialists/Audit Liaison	Feb-06
39	Quality Control Specialist	510	GS- 07/09	Quality Control Specialists/Audit Liaison	Feb-06
36	Senior, Quality Control Specialist	510	GS- 13/14	Quality Control Specialists/Audit Liaison	Feb-06





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Job #	Position Title	Serie s	Series- Grade	Job Title	Desired On- Board Date
34	Financial Mgmt. Specialist	501	GS- 09/11	Accountant/Auditor/Certifying Officer Domestic	Feb-06
8	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Apr-06
9	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Apr-06
10	Financial Mgmt. Specialist	501	GS- 07/09	Collection Agent	Apr-06
11	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Jun-06
12	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Jun-06
13	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Jun-06





NASA Shared Services Center

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Job #	Position Title	Serie s	Series- Grade	Job Title	Desired On- Board Date
44	Financial Mgmt. Specialist	501	GS- 09/11	Financial Mgmt. Specialist, SF 224/GL	Jul-06
41	Accountant	510	GS- 12/13	Accountant, SF 224/GL	Jul-06
43	Accountant	510	GS- 11/12	Accountant, SF 224/GL	Jul-06
45	Financial Mgmt. Specialist	501	GS- 09/11	Financial Mgmt. Specialist, SF 224/GL	Jan-07
14	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Jan-07
15	Financial Mgmt. Specialist	501	GS- 11/12	Certifying Officer	Jan-07
42	Accountant	510	GS- 11/12	Accountant, SF 224/GL	Jan-07



Update of Open FM Risks



NASA Shared Services Center

- Failure to achieve NSSC SAP Configuration changes for Transitioning Activities
 - Ensure IFM Competency Center is fully engaged in the NSSC activities.
 - (Upgraded to Medium Risk by K. Newton on 11/09/04) Medium Risk
 - Mitigation:
 - IFM established NSSC as a project
 - Obtain full time IFM team support for Finance and Procurement
 - Hold bi-weekly telecons with the Competency Center
 - Designated NSSC BPL
 - Obtained Accenture support

Source: NSSC Risk Matrix and Functional Identified Risks